

## Filing

**Writs of Eviction are filed with the Landlord and Tenant Court.** The Landlord and Tenant office then forwards the writ to the U.S. Marshals' office for scheduling of the eviction. Issued Writs have an expiration time of 75 calendar days.

## Scheduling of the Eviction by the USMS

Upon receipt of the Writ by the U.S. Marshals Service (USMS), the writ is filed with other writs in the same quadrant of the city and same filing date. Each weekday (Monday-Friday) a Schedule of Evictions is sent to the Landlord and Tenant office. This schedule reflects the addresses which are scheduled for execution for the next business day. There are no evictions scheduled on Saturdays, Sundays, holidays, or on Judicial Training days.

District of Columbia Law and Superior Court Rules prohibit the execution of evictions when the chance of precipitation is greater than 50% for the next 12 hours. Additionally, if the weather forecast calls for temperatures below 32 degrees Fahrenheit over the next 24 hours, evictions other than those designated as Commercial Property's will be postponed until the next business day.

Official weather determinations are made at 8:00am daily, and are based on the National Weather Service Forecast for the Ronald Reagan National Airport, the official weather location for the District of Columbia.

When evictions are canceled due to the weather and the Writ expires due to no fault of the U.S. Marshals Service, the Landlord will be required to re-file for an Alias Writ and a new filing fee will be required. All Writs identified as Alias Writs and those that are about to expire, will be considered for priority scheduling.

Evictions that are canceled due to weather or

actions of the United States Marshals Service and where the property owner is in no way at fault, will be rescheduled for the next available scheduled eviction date, providing the Writ does not expire.

**Scheduled times for evictions are subject to change at the discretion of the United States Marshal.**

Evictions that are started will continue until all tenants and their property have been removed and the premises returned to the property owner. The exceptions to this rule are evictions that are cancelled by the Court, Property Management, or locations where the tenant's property is so extensive that hours of darkness result before the eviction is completed. A continuation of the eviction under hours of darkness could result in damage to property and/or injuries to the eviction crew. That eviction would be suspended and would resume at 9:00am the following day.

When scheduling a known Walk-Thru eviction, the Landlord is not required to have an eviction crew present. However, if any of the tenant's property remains inside the premises and the property owner does not have a sufficient crew to remove the property, the eviction will be cancelled and the landlord will be required to re-file the writ at their own expense.

The public should be advised that Deputy U.S. Marshals (DUSMs) are law enforcement officers. Their official duties at times may result in delayed arrival to scheduled evictions. If management and their crew are present at the site of an eviction and the assigned DUSMs are not present, please call (202) 616-8622 for an estimated time of arrival.

## Posting

The daily Schedule of Evictions will be delivered to the Landlord and Tenant office in the afternoon on the day prior to the date of execution of those evictions.

## Notification

The Landlord or their designated representative will be notified at least one business day in advance of the scheduling of their Writ. If the Landlord is unwilling to agree to the first scheduled date, only two additional opportunities for scheduling their eviction will occur.

If the Landlord fails to schedule a date after three attempts, the writ will be canceled and returned unexecuted to the Landlord and Tenant office.

Deputy U.S. Marshals will notify U.S. Marshals Service Communications of their arrival to all evictions. If property management and the eviction crew are not present, the Deputy will notify Communications and wait 10 minutes before cancelling the eviction. The Landlord of the canceled writ will incur all fees associated with the re-filing of the writ under these circumstances.

## Landlord Responsibilities

Property owners are responsible for having the necessary means for accomplishing evictions. For example, tow trucks for removal of tenant's vehicles, a locksmith to gain entry into the premises, hand trucks for removal of heavy property, etc.

**Residential Evictions**—Landlords or their representatives are responsible for:

- Ensuring entry can be made in a reasonable time.
- Hiring an eviction crew with the required number of workers. See below for minimum manpower requirements:

1 bedroom apartment	10 persons
2 bedroom apartment	15 persons
3 bedroom apartment	20 persons
4 bedroom apartment/House	25 persons

(The minimum numbers apply to those on the site and available to work. Persons present in only supervisory capacities will not count toward the required total).

- Being present during eviction.
- Ensuring the address being evicted reflects the exact address on the writ to include the apartment number or exact location. (This must be done before the arrival of the DUSMs. There can be no ambiguity about the premises to be evicted).
- Providing an accurate contact number on the Writ.
- Ensuring that there are sufficient quantities of plastic bags or boxes available to secure small items of tenant property.

**Commercial Property Evictions**— All commercial evictions are required to be surveyed by the USMS prior to being scheduled. The USMS will contact property management to arrange for a DUSM to survey the property and inform them or their representative of the following:

- The number of movers that are required.
- The estimated hours required to complete the eviction.
- Any other special equipment, personnel required or payment of any additional fees.

If the property manager or representative is unable to meet the conditions required to safely execute the eviction, the writ will be canceled. Property management will have to re-file for a new writ and pay all applicable fees.

If special circumstances exist, such as guns, drugs, or criminal activity, known pets, hazardous conditions, controlled items, please advise the U.S. Marshals Service representative when contacted to schedule the writ.

Food items, chemicals (to include perfumes, household cleansers, etc.), dirty dishes, items

posing a danger to the immediate public, and items deemed as trash will not be removed from the property. Property owners will make arrangements after the eviction is completed for the disposal of items left in the premises. Food can be removed by the tenant provided they are present to take custody and their possessions violates no known law or statute.

## Fees

In addition to the \$10.00 filing fee charged by the Court, the U.S. Marshals Service charges a fee for executing the writ. A Writ of Restitution will be executed by three deputies in one hour or less and results in a charge of \$195.00 per hour or any fraction thereof. An administrative fee of \$8.00 is also required, for a total of \$203.00.

## Information

Landlord & Tenant Court  
510 4th Street, NW.  
Room 110  
Phone: (202) 879-4879

United States Marshals Service  
555 4th Street, NW.  
11th Floor  
Phone: (202) 616-8633

**The Honorable  
United States Marshal  
for the  
Superior Court, District of Columbia  
500 Indiana Avenue, NW., Room C-600  
Washington, DC 20001**

USMS Pub. 22(7)  
Rev. 11/13

**U.S. Department of Justice**

United States Marshals Service

*District of Columbia Superior Court*



# Service of Writs of Restitution (Evictions)

The United States Marshal for the Superior Court District of Columbia is responsible for serving process for the Superior Court for the District of Columbia.

This process includes Writs of Restitution that are issued for the recovery by eviction of tenants and property for judgment and/or restitution.

In all cases the following laws, regulations and procedures will be followed.